**Minutes of the Taupo Primary PB4L Meeting on Thursday 16th June at 3.15pm**

**PRESENT**

Tracey Fraser, Cushla Seamer, Shona Brett, Taima te Heuheu, Angela Painter, Janeve Green, Joanne McNally, Sue Forsyth

**Agenda**

We have finalized the roles within the team

Coach- Angela

Team leader/ Facilitator- Cushla and Tracey

Secretary- Taima

Data manager- Jo and Shona

Communication coordinator – Sue and Tracey

Time keeper- Shona

Researcher – Janeve

Cushla is to ring Kawaha School, re- data.

We are looking at developing or accessing templates for the meetings.

Janeve is to put the meeting minutes on the wiki site that she so rapidly and kindly set up for PB4L Taupo Primary School.

We have discussed and roughly set our statement of purpose, which is to,

***Develop a positive, affective, caring and consistent school wide culture.***

Our communication plan is sorted; we will correspond through emails and the wiki. We will put the link to the wiki onto our school web site, so parents and the school community can read it. Communication to parents etc can be through newsletters via Tracey, it was discussed that only main points would be put in to the newsletter and if there is no new information between meetings, a positive statement or quote would put into it instead.

Our 1st quote which we might use is

***Coming together is a beginning***

***Keeping together is progress***

***Working together is success***

***Henry Ford***

We moved onto the surveys that were given to the staff, the board and the pta.

37 went to the teachers, only 18 returned

8 went to the PTA, only 4 returned

6 went to the board, only 3 returned

They need to be chased up and handed in by Monday the 20th, Ang will send out an email and Sue and Tracey to chase a few up as well. Meanwhile Shona is going to put existing surveys onto a spread sheet; Angela might have a graph template. Cushla is going to buy the set for the data base; it will cost $200.00, and ministry funding to be used.

PB4L for Taupo primary School would like a logo; Sue is to come up with an emblem.

Angela is going to the next coaches meeting Wednesday 29th June.

The meeting closed at 4.05pm. Our Next meeting is on Thursday 14th July 3.15pm in staffroom.